



UK CENTRE FOR

bioscience



Departmental Teaching Enhancement Scheme

Full Proposal

Applications must be made on this form and the information provided and subsequently confirmed with the Centre will comprise part of the Letter of Agreement if you are awarded a grant from the **Departmental Teaching Enhancement Scheme**.

You should submit one paper copy (signed) and a copy by email no later than 7 April 2010 to:

The Centre Manager
UK Centre for Bioscience
Room 9.15, Worsley Building
University of Leeds
Leeds, LS2 9JT

Tel: 0113 343 3001, Fax: 0113 343 5894
Email: heabioscience@leeds.ac.uk

1. Cover sheet

Project title:

Project leader:

Department:

Institution:

Address:

Main contact:

Phone:

Email address:

Please provide a brief description (in about 100 words) which, if your bid is successful, we can use to advertise the project:

Funding requested: £

Signature of Head of Unit or other individual authorised to sign on behalf of the institution:

Signature _____

Date _____

2. Work to be conducted

(This section should typically be no more than four pages in length.)

Describe the work to be conducted. Please ensure the following headings are included – proposals will be judged on how they address/include the following:

- € Project title
- € Clear objectives to achieve the aim(s) of the proposal – these need to be clearly stated and the means by which they will be achieved must be apparent
- € A rationale for the proposal. This must be supported by evidence from published research or evidence of success within other departments or institutions
- € A description of the expected impact on students (learning) and staff
- € A description of methods or tools integral to the scheme, such as audit tools, survey instruments, software, etc.
- € Details of collaborating departments in your own or other institutions (if any)
- € Details of how you will work with the local learning & teaching/educational development and/or staff development units to develop and embed the proposed project outcomes
- € Details of external advice to be used by your project – we encourage you to identify critical friends/outside experience/consultancy where appropriate
- € Evidence of commitment across the department – identify staff who will carry out the work and areas of expertise
- € Details of how the effects of change (from student and staff perspectives) will be evaluated. Evaluation may continue beyond the formal end date of the project but you should provide details and dates of when you will make results available to us
- € Details of linked work. Where the work relates to existing initiatives and projects either within the institution or externally (for example, Centres for Excellence in Teaching and Learning) this should be made explicit in the proposal
- € A statement indicating how the proposed work is compatible with the institution's teaching and learning strategy (and any other relevant strategies)
- € A statement to justify why the work cannot be funded internally, or if it builds on existing work what added value the work will bring
- € A description of how the wider bioscience community might benefit from the outcomes of the project. It is intended that the UK Centre for Bioscience will lead dissemination, in which you will be involved, on the outcomes to other departments
- € A timetable for the work. Projects may start once the letter of agreement has been signed and we expect all projects to have started by 1 September 2010. Projects must be completed by **31 July 2011** (unless you have previously agreed a later completion date with the UK Centre for Bioscience)

3. Financial statement

- The costs associated with the work*. This may include costs for staffing, equipment, travel or consumables. Provide a brief justification of costs and list additional support provided from elsewhere. Provide brief details of existing staff or additional consultants working on the project. Funds may be used to buy in consultancy, employ staff or buy out staff time.
- Overhead costs will not be funded.
- Purchase of computer hardware and common application software will not be funded unless there are exceptional circumstances.
- *If successful, the UK Centre for Bioscience will fund 75% of total costs for the project; with an expectation the School/Department will fund the remaining 25%.

Time release <i>please indicate how this has been costed (number of hours, rate of pay)</i>	£
Administrative/secretarial support <i>please indicate how this has been costed (number of hours, rate of pay)</i>	£
Other assistance (please specify) <i>please indicate how this has been costed (number of hours, rate of pay)</i>	£
Training and professional development	£
Travel and subsistence	£
Consumables <i>any consumables must be individually detailed and costed</i>	£
Other costs (specify)	£
Total Cost	£
Department Contribution (25% of total cost)	£
Funding requested (75% of total cost)	£

4. Administration

Projects will be deemed ineligible if any of the following is incomplete

Accessibility statement

All teaching materials, web sites etc must comply with appropriate accessibility guidelines (such as the W3C 'AA' Web Content Accessibility Guidelines <http://www.w3.org/WAI/>) in order to ensure fulfillment of your obligations under the Disability Discrimination Act (revised 2005) and specifically Part 4 (SENDA). (For further information contact TechDis at <http://www.techdis.ac.uk>)

I agree to ensure that any original material generated complies with appropriate accessibility guidelines to fulfil my obligations under the Disability Discrimination Act Part 4 (SENDA).

Signature of project leader:

Copyright statement

I agree to grant a free and perpetual license for the UK Centre for Bioscience to use any materials produced as a result of this project

Signature of project leader:

Head of Unit authorisation

I confirm the proposer has my support in applying for a UK Centre for Bioscience Departmental Teaching Enhancement Scheme Grant

Name:

Position:

Signature: